

SALARY AND BENEFITS

The Parks & Recreation Director annual salary is normally appointed at 85% of Control Point, which is approximately \$147,084. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$173,040. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., Wednesday, October 22, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history (including current fringe benefits), and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:

**City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov**

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AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

The City of Santa Clara



Invites applications
for the position of

PARKS AND RECREATION DIRECTOR

PARKS AND RECREATION DEPARTMENT

**Preferred Filing Date:
October 22, 2008**



THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 115,503 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and California’s Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$556.2 million.

THE DEPARTMENT

The mission of the Parks & Recreation Department is to provide a wide variety of leisure services to the community including beautiful, well-maintained parks, and world class sports venues which are available to citizens of all ages. Provide low cost cemetery services at the historic Mission City Memorial Park

THE POSITION

This is a Department Head position in the Unclassified Service responsible for managing the City's Parks & Recreation Department, made up of the Parks & Playgrounds, Recreation and Cemetery divisions. An incumbent in this classification exercises independent judgment and discretion; manages, controls and directs employees; formulates administrative policies for the effective use of staff; and acts as the staff liaison to the Parks & Recreation Commission, Youth Commission, and the Senior Advisory Commission.

As a member of the City’s Unclassified Service, this is an “at will” position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City’s Code of Ethics and Values.

EDUCATION AND EXPERIENCE

- Education or experience equivalent to graduation from college or university with a degree in Recreation, Physical Education or related field; and
- Five (5) years of broad and extensive experience in all major phases of community recreation and/or park management, including at least two years in a management capacity.

LICENSE

Possession of an appropriate, valid California driver’s license is required at time of application and for duration of employment.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of human resources and public administration;
- Effective leadership and management principles and practices;
- Principles and practices of municipal labor relations;
- Principles of organization and management, including conflict resolution, and employee development;
- Principles and practices of budgeting (operating and capital), communication, contracting, information technology, project management, outreach, performance standards, and records management, and the use of resources to achieve outcomes and expectations;
- Federal and local laws and regulations related to recreation services and park management;
- Operation of City government and citizen advisory boards and commissions; and
- Office safety practices, procedures and standards.

Ability to:

- Effectively and efficiently plan, organize and manage all Parks and Recreation Department activities;
- Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment;
- Analyze community needs as related to departmental programs and formulating goals and objectives;
- Administering contracts and developing and analyzing budgets;
- Create a culture that is conducive to change and that is one that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where everyone knows their mission, role, and job;
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the City’s Code of Ethics and Values;
- Build constructive relationships by promoting effective partnerships with department peers, employees, citizens, and others contacted in the course of work;

- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Prepare clear, complete, accurate, concise, and logical written and oral reports;
- Effectively handle multiple priorities, organize workload for self and others, and meet strict deadlines;
- Ensure compliance with complex legal environmental and code requirements;
- Work in a team-based environment to achieve common goals;
- Communicate clearly and effectively, both orally and in writing;
- Exercise good judgment in structuring and organizing work and setting priorities, and readily readjusting priorities to respond to current and future needs; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Plans, directs, manages and coordinates a comprehensive program of recreation and park activities;
- Carries out the mission of the Parks and Recreation Department through and in response to the assessment of community needs and desires;
- Acts as staff liaison to the Park and Recreation Commission, Youth Commission and the Senior Advisory Commission;
- Directs the park development portion of the Capital Improvement budget;
- Oversees preparation and administration of operating, enterprise and capital budgets, and fundraising programs, partnerships, grants and other funding sources;
- Coordinates the activities of the department with the programs of other local recreation agencies, and cooperates with such agencies in recreation programs, preparing publicity releases and speaking before interested community groups;
- Plans space layout and general design of

facilities, including parks, playgrounds and recreation buildings;

- Studies and recommends needed improvements or modifications to existing facilities;
- Administers the operations of the Cemetery division;
- Conducts staff meetings for purposes of implementing the department's programs and staff development;
- Develops and maintains cooperative working relationships with other City Departments, boards and/or commissions, and public and private agencies;
- Reviews the plans and suggestions of staff members;
- Inspects recreation, park and cemetery facilities and reviews the work of maintenance staff;
- Manages the operations and maintenance of park and recreation areas and facilities;
- Oversees provision of staff support to assigned boards and commissions;
- Prepares correspondence, fiscal records and reports on departmental activities;
- Performs other related duties as assigned.

SUPERVISION RECEIVED

Works under the general direction of the City Manager.

SUPERVISION EXERCISED

Manages the Recreation Superintendent, Parks Superintendent, Cemetery Operations Superintendent and other professional, technical, and administrative staff as assigned.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job.

SPECIAL CONDITIONS

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually and upon leaving office, in accordance with City Manager’s Directive 100.